

**LOWER BRULE SIOUX TRIBE  
HEAD START PROGRAM  
JOB ANNOUNCEMENT**

**JOB TITLE:** Nutrition Manager  
**JOB CLASS:** DOE

**JOB SUMMARY:** To implement 1304.23 (Child Nutrition) of the Performance Standards. To follow all rules, policies and regulations as adopted by the Lower Brule Sioux Tribe. To implement all regulations as required by the USDA/SD Meal Program, to keep the nutrition service area in compliance with all health and safety standards. To keep confidential all information that comes to the employee, by the nature of their job.

**ILLUSTRATIVE DUTIES:**

- Will provide results of a nutrition screening for each, to include the height, weight, and dietary habits, within 45 days.
- Will maintain all records required by the Child Care Food Services contract.
- Will plan, document and prepare meals, which is provided at least 2/3 of the child's nutritional needs.
- Will purchase all necessary food and food related supplies, those necessary to meet the Head Start and USDA requirements.
- Will plan and post menu, to be shared with parents.
- Will enforce "Food is not used as punishment or reward and each child is encouraged, but not forced to eat or taste food".
- Will schedule meal times, so that children are not rushed and meal times must meet requirements of Head Start and USDA.
- Will insure that children with medically-based diets or have dietary requirements, are accommodated.
- Will take part in all nutrition reviews, make corrections as necessary and post results of each review.
- Will supervise staff assigned to work in nutrition area.
- Will provide nutrition training for parents, children and staff.
- Will prepare meals for staff training, parent meetings and other related Head Start activities, as requested.

**Nutrition Services:** - Menu will be posted and shared with the families. Schedule meals and snacks appropriately, but allow for sufficient time for the children to eat. The manager will assist with all health and nutrition inspections.

**Record Keeping:** Maintain and keep current food inventory, USDA child head count, USDA meal cost, USDA production records and other records necessary to document food services operations. Will be aware of Head Start written plans and will participate in updating and revisions.

**Reports:** Will submit monthly nutrition reports, newsletter articles, annual inventory, and other reports, as necessary. Will be responsible for correction of out of compliance areas, in all health inspections and will post annual health inspection. Will report suspected child abuse/neglect, as required by PL-101-630-1169, chapter 53 of Title 18, United States Code.

**Coordinate:** Will coordinate with the child development manager to establish a method for coordinating nutrition activities within the classrooms. Coordinate with HERSEA manager and Family Partnership manager, to establish information sharing for dietary needs of the children, special diets, child growth, and family partnerships.

**Training:** Manager will attend all training necessary to meet the Head Start requirements and those directed by USDA. Manager will provide parent training, as necessary.

**Other:** Will be responsible for supervision of other nutrition staff and for the supervision of all food service areas. Coordinator will wear hair cover and appropriate cover of street clothes. Will take part in parent activities, Head Start related activities and provide meals or snacks, as requested. Will assist with the program assessment and nutrition inspections, as required by performance standards. Works under the direct supervision of the Director.

**QUALIFICATIONS/REQUIREMENTS:**

- Must have high school diploma/GED equivalency certificate. Prefer classes/training in nutrition management, and experience in preparing meals
- Must have good oral and written communication skills
- Must be able to work with children with special needs
- Must be able to attend training out of town
- Must pass medical physical; all immunizations must be up to date; documentation of physical will be required
- Must be able to pass background check and drug test, prior to reporting to work
- Computer skills preferred
- Must be at least 21 years of age

**TO APPLY, SUBMIT TRIBAL APPLICATION TO:**

**Personnel Mangement  
187 Oyate Circle  
Lower Brule, SD 57548**

**OPENING DATE: 03/01/2024**

**CLOSING DATE: 04/01/2024**

**REMINDER!! The Tribal Point System is in effect, so please provide all required, pertinent information with your application i.e. high school diploma/GED equivalency certificate, college transcripts/degree, driver's license, tribal enrollment verification, or any type of training you feel will help qualify you for this position. Failure to comply, may result in non-consideration. It is the applicant's responsibility to retrieve, copy, and provide your own information.**